Manage External Job History on Workday HTML Accessible Version

On the Home page select (replace your name with our example user) the {Link} Jane S. Smith (W2005499)[C] This is method to View Worker Profile and contains the Job category. This View Worker page will display:

View Worker: Link} Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
(image) Jane_S_Smith.jpg

219917 Contingent Worker
jane.s.smith@maryland.gov {Link} Related Actions for jane.s.smith@maryland.gov

{Button} [My Team]
{Link} View Team

{Link} Baltimore - 301 W. Preston St {Link} Related Actions for Baltimore - 301 W. Preston St {Link} Preview for Baltimore - 301 W. Preston St

Item 1
Managers
icon-multiple-managers {Link} Related Actions for icon-multiple-managers
Item 1
Manager Title Text: Manager
Vest M. Brown (W0999900)[C] {Link} Related Actions for Vest M. Brown (W0999900)[C] {Link} Preview for Vest M. Brown (W0999900)[C]

Job
{Link} Professional Profile
{Link} Job Details
{Link} All Jobs
{Link} Job History
{Link} Manager History
{Link} Management Chain
{Link} Organizations
{Link} Worker History

Contact
{Link} Contact
{Link} Emergency Contacts
{Link} Support Roles

Personal
{Link} Personal Information
{Link} IDs
{Link} Names

Performance
{Link} Languages
{Link} Education

Career
{Link} Work Experience

{Link} Certifications
{Link} Training

Select {Link} Professional Profile under the section Job, this will display:

Professional Profile for Worker - Profile View

Item 1
{Link} + Add
Item 1
{Link} + Add

Complete your profile in minutes. {Button} [Import from Linkedin]

Select {Link} Add, this will display:

Add External Job History: Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
{Button} [Add Item]
Item 1 {Button} Remove Item 1

{Text Input} Job Title (required):
{Button} Company (required): Select Company
{Checkbox} Create New: {Button} Validate

Start Date (required): {Text Inputs} Year: Month: Day:
End Date: {Text Inputs} Year: Month: Day:
{Text Input} Responsibilities and Achievements:
{Text Inputs} Location:
{Text Inputs} Reference:
{Text Inputs} Contact Information:

For this example we will enter a job item for a Business Analyst.
Select {Text Input} Job Title (required): enter the text "Business Analyst"

Select {Button} Company (required): this will display:

Select Value for Company
{Text Input} Search {Button} Search
All
{Radio Buttons}
(List of 920 Companies)
{Buttons} [Add] (grayed out) [Cancel]

If you company is not on the list then do this next step:

Select [Checkbox] Create New, Select {Button} [Validate]
A new field will display on the screen directly following the {Checkbox} Create New, this new field is:
{Text Input} Company Name (required) {Button} [Validate]
Enter "Verizon" into {Text Input} Company Name (required), Select {Button} [Validate]

Enter "1984" for {Text Input} Start Date (required): Year: Enter "08" for {Text Input} Month:, Enter "12" for {Text Input} Day:, select the {Button] [Validate]

Enter "1988" for {Text Input} End Date: Year: Enter "04" for {Text Input} Month:, Enter "06" for {Text Input} Day:, select the {Button] [Validate]

Enter "Compile test reports and documentation." for {Text Input} Responsibilities and Achievements:

Enter "333 West Preston Street, Baltimore, MD 21201" for {Text Input} Location:
Enter "John Z. Smith" for {Text Input} Reference:
Enter "555-323-5798, john.z.smith@email.com" for {Text Inputs} Contact Information:

Review this Task
Comment: {Text Input} {Button} [Validate] (optional field)

{Buttons} [Submit] [Save for Later] [Cancel]

Select {Button} [Submit] the screen will display:

You have submitted: {Link} Manage External Job History: Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
Page was saved successfully

Next Steps

Event:
Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator
Security Group:
HR Coordinator {Link} Related Actions for HR Coordinator
Due Date: 08/14/2015

Details and Process
For:
{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]
Overall Process:
{Link} Manage External Job History: Jane S. Smith (W2005499)[C] {Link} Related Actions for Manage External Job History: Jane S. Smith (W2005499)[C] {Link} Preview for Manage External Job History: Jane S. Smith (W2005499)[C]
Overall Status: In Progress
Due Date: 08/14/2015

Details
Item 1
Add / Edit External Job

Job Title (required): Business Analyst
Company (required):
Verizon {Link} Related Actions for Verizon
Start Date (required): 08/12/1984
End Date: 04/06/1988
Responsibilities and Achievements: Compile test reports and documentation
Location: 333 West Preston Street, Baltimore, MD 21201
Reference: John Z. Smith
Contact Information: 555-323-5798, john.z.smith@email.com

Process

{Button} [Sort] {Button} Export 'Process History' items to Excel

Process History - 2 items
Table with columns: Process, Step, Status, Completed On, Due Date, Comment

(Row 1)
Process: {Link} Manage External Job History {Link} Related Actions for Manage External Job History {Link} Preview for Manage External Job History
Step: Manage External Job History {Link} Related Actions for Manage Education
Status: Step Completed
Completed On: 08/12/2015 08:21:34 AM
Due Date: 08/14/2015
Person: {Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

(Row 2)
Process: {Link} Manage External Job History {Link} Related Actions for Manage External Job History {Link} Preview for Manage External Job History
Step: Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator
Status: Awaiting Action
Completed On: (blank)
Due Date: 08/14/2015
Person: Suit Z. Mang (W1051740) (HR Coordinator) {Link} Related Actions for Suit Z. Mang (W1051740) (HR Coordinator) {Link} Preview for Suit Z. Mang (W1051740) (HR Coordinator)

Select the {Button} [Done], the will return you to the Professional Profile for Worker - Profile View page. External Job History will not be displayed until it is approved.

If you wish to use information from Linkedin, Select the {Button} [Import from Linkedin], this will display:

Please Wait . . . Connecting to Application
Page was saved successfully
We are connecting to LinkedIn. Your browser will be redirected in a moment.
Please wait until page is loaded.
{Button} [Done]

When the page is loaded it will display:

Your Workday Profile would like to access some of your LinkedIn info: YOUR FULL PROFILE?
Full profile including experience, education, skills, and recommendations
Sign in to LinkedIn and allow access:
{Text Input} Email
{Link} Join Linkedin
{Text Input} Password
{Link} Forgot your password?
{Buttons} [Allow Access] [Cancel]

Login into your Linkedin account to transfer your Job History information.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 8/19/2015